

# LTBB Temporary Employee Information



Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

1. What type of temporary work are you interested in? Check all that apply.

- ☐ Office work/clerical: answering phones, filing, etc.
- ☐ Special projects: labeling and stuffing mailings, etc.
- ☐ Maintenance Work: cleaning, grounds maintenance, equipment maintenance, setting up and breaking down meeting rooms, etc.
- ☐ Specialty technical work: Environmental or Natural Resources field work
- ☐ Other: \_\_\_\_\_

2. Please rate your computer program knowledge from 1 to 5, with one being “never used the software” to 5 being “completely independent use of the software program with more advanced functions.”

3.

Microsoft Word: \_\_\_\_\_

Microsoft Excel: \_\_\_\_\_

Microsoft Publisher: \_\_\_\_\_

Microsoft Access: \_\_\_\_\_

Microsoft Outlook: \_\_\_\_\_

GIS: \_\_\_\_\_

4. Please list any other computer program knowledge and/or computer experience you have and how you would rate yourself?

Answer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please circle Y or No on your availability for temp jobs and fill in the times that you would be available? (Days of the week/hours of the day)

Monday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Tuesday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Wednesday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Thursday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Friday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Saturday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

Sunday: Available: Y or N From: \_\_\_\_\_ To: \_\_\_\_\_

6. Please rate the following seasons of year from 1 to 4, with one being the best time of year for your availability/interest and 4 being the worse time of year for your availability/interested in temporary work assignments.

Spring: (March-May) \_\_\_\_\_  
Summer: (June-Aug.) \_\_\_\_\_  
Fall: (Sept-Nov.) \_\_\_\_\_  
Winter: (Dec-Feb.) \_\_\_\_\_  
Anytime: \_\_\_\_\_

7. Are you interested in temporary work that has a potential to become part-time or full-time employment with LTBB? Answer: \_\_\_\_\_  
\_\_\_\_\_

8. Please list any skills (i.e. certificates, training, experience, etc...) that you may have that you feel would be an asset as an employee of the LTBB Tribal Government.

Answer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Check any skills/hobbies you have developed through your education and training or through your volunteer, homemaking or traditional labor market work experiences:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Filing	<input type="checkbox"/> Programming
<input type="checkbox"/> Budgeting	<input type="checkbox"/> Food Service	<input type="checkbox"/> Research
<input type="checkbox"/> Calculator/10-key	<input type="checkbox"/> Foreign Language(s): _____	<input type="checkbox"/> Shorthand: _____ WPM
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Fund Raising	<input type="checkbox"/> Speedwriting: _____ WPM
<input type="checkbox"/> Community Organizing	<input type="checkbox"/> Groundskeeping	<input type="checkbox"/> Statistics
<input type="checkbox"/> Cooking/Culinary Arts	<input type="checkbox"/> Interviewing	<input type="checkbox"/> Supervision
<input type="checkbox"/> Counseling	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Telephone/Switchboard
<input type="checkbox"/> Custodial	<input type="checkbox"/> Painting	<input type="checkbox"/> Typing: _____ WPM
<input type="checkbox"/> Data Entry Operation	<input type="checkbox"/> Personal Computer Use	<input type="checkbox"/> Word Processing
<input type="checkbox"/> Dictaphone	<input type="checkbox"/> Drafting	<input type="checkbox"/> Writing
<input type="checkbox"/> Driving	<input type="checkbox"/> Editing	<input type="checkbox"/> Traditional Native Art/Activities

Traditional Native Artwork/Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. We would like to know how you heard about the Temporary Worker Pool here at the LTBB Tribal Government. Please put an (X) on the appropriate spaces below.

LTBB H.R. Dept	<input type="checkbox"/>	LTBB Employee	<input type="checkbox"/>
LTBB Web Site	<input type="checkbox"/>	LTBB Member	<input type="checkbox"/>
TV/Radio Ad	<input type="checkbox"/>	Friends/Relative	<input type="checkbox"/>
Counselor/Advisor	<input type="checkbox"/>	Recruiting Fair	<input type="checkbox"/>
Flyer/Brochure	<input type="checkbox"/>	Personal Research	<input type="checkbox"/>
Odawa Trails	<input type="checkbox"/>	Other Newspaper	<input type="checkbox"/>
College/University	<input type="checkbox"/>	Other: _____	

***Miigwetch.***